

March 17, 2022

**VIU OFFER LETTER**  
- NOT VALID FOR VISA PURPOSES -

**Student Name:** Loveleen  
**Student ID:** 665272837  
**Date of Birth:** November 6, 1993  
**Program:** Recreation & Sports Management Diploma  
**Start Date:** August 27, 2022

Congratulations Loveleen!

Vancouver Island University is pleased to offer you admission to the **Recreation & Sports Management Diploma** program starting in the **Fall 2022** semester. By accepting this offer, you will be choosing to join a supportive community that is committed to your success!

To accept this Offer Letter, and receive your official Letter of Acceptance (LOA), please be sure to do the following by **April 14, 2022**:

1. Carefully read and review the attached "Payment Schedule", including payment due dates and the refund policy.
2. Complete the attached "Fee Payment Form" and submit the non-refundable tuition deposit\* and medical fees (basic and extended).
3. Read, sign and return the "Offer of Admission and Refund Policy\*", "Deferral Policy" and "Official Documents Policy" agreements to [study@viu.ca](mailto:study@viu.ca).
4. Arrange to have your [official final high school transcripts](#) sent directly from your school by courier (or mail) no later than **July 29, 2022** to:

VIU International Admissions – Building 255  
900 Fifth Street, Nanaimo, BC, Canada V9R 5S5

*(Please note that all documents submitted with your application become property of VIU and will not be returned.)*

Your official Letter of Acceptance will be sent to you within 5-7 business days after receiving the above payments and signed policy agreements. To help with your planning, please note that you will be expected to join the International Student Orientation on **August 27, 2022**. *(Please monitor our [COVID-19 Updates and Information](#) for continuing updates as they may pertain to your semester start date and course delivery method.)*

This offer is valid until **April 14, 2022**. Please be sure to submit your payment and signed policies by this date or your offer will be revoked. If you have any questions, please email [study@viu.ca](mailto:study@viu.ca), and be sure to watch your email for invitations to our upcoming webinars for new students.

Congratulations again on your offer of admission to VIU! We hope you will join us in our beautiful, welcoming, and highly engaging learning environment in Nanaimo, BC, Canada!

Sincerely,



Cathy Cameron / ea  
Associate Registrar, International Education

**VANCOUVER ISLAND UNIVERSITY**  
International Education  
Fax: 1-250-740-6471

**FEE PAYMENT FORM**

Name of Student: \_Loveleen \_

VIU Student ID: \_\_665272837\_\_

Date of Birth: **November 6, 1993**

Name of Sender/Agent: \_\_\_\_\_

Date Sent: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**IMPORTANT INFORMATION FOR PAYMENTS**

- ALL PAYMENTS must include student name, date of birth and/or VIU student ID.
- FAX a copy of the bank wire payment confirmation to 1-250-740-6471 or  
EMAIL to: [iefinance@viu.ca](mailto:iefinance@viu.ca)
- BANK CHARGES are the responsibility of the sender.

**METHOD OF PAYMENT**

☐ CHEQUE/MONEY ORDER/BANK DRAFT (payable to *Vancouver Island University*) is in the mail.

☐ MC/VISA/AMEX No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Card Holder Name: \_\_\_\_\_

☐ BANK WIRE PAYMENT has been transferred to the following:

*Royal Bank of Canada, Downtown Branch  
205 Commercial Street, Nanaimo, BC Canada V9R 5G8*

Bank No. 003

Branch / Transit No. 03120

Account No. 0000695

Swift Code: ROYCCAT2

Beneficiary Vancouver Island University

Details of Payment Please provide student name, date of birth and/or VIU student ID

**PAYMENT DETAILS**

Medical Insurance (for first 4 months only) (\$ 246.00) Included in Tuition Deposit

Extended Health & Dental (charged annually) (\$ 275.00) Included in Tuition Deposit

RMGT Tuition (1 Semester) (\$ 12,500.00) \_\_\_\_\_

OR

RMGT Tuition (2 Semesters) (\$ 25,000.00) \_\_\_\_\_

Total Amount: CAD \$ \_\_\_\_\_

***All fees quoted are in Canadian dollars and are subject to change without prior notice.  
All tuition and fees are subject to VIU Board approval.***

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PAYMENT	AMOUNT	DUE DATE
Application Fee	\$ 150.00	PAID
<p>A) Tuition Deposit for one semester (covers first 16 academic credits including Ancillary and Student Union Fees)</p> <p>or</p> <p>B) SDS - Tuition Deposit for one year (covers one year of academic credits up to 16 credits per semester, including Ancillary and Student Union Fees)</p> <p><i>Tuition will be charged according to the total number of credits enrolled in each semester. Any amount remaining from your initial non-refundable deposit will be applied to your future tuition, medical, lab and other fees. If you enroll in <u>more than 16 credits per semester</u>, additional tuition will be charged at a rate of \$739.50/credit plus fees.</i></p>	<p>A) \$ 12,500.00</p> <p>Or</p> <p>B) \$25,000.00</p>	April 14, 2022
Basic Medical Insurance (First 4 Months)	\$ 246.00	Included in Tuition Deposit
Extended Health and Dental Plan (Mandatory, charged annually)	\$ 275.00	Included in Tuition Deposit
Lab and Other Fees (Certain courses require students to pay additional fees to cover labs, supplies, equipment or other expenses)	VARIED	DUE ON ARRIVAL

- All fees are quoted in Canadian dollars and are subject to change without notice.
- All tuition and fees are subject to VIU Board approval.
- Tuition must be paid by the corresponding dates to avoid your offer being revoked.
- Medical, text books, supplies and living expenses are not included in the total figures above).
- We ask you send only the amount on the schedule. Overpayments/pre-payments will be rejected and returned to the paver.

Tuition payments for subsequent semesters are due by:  
December 1 (Spring Semester), April 1 (Interession Semester) and August 1 (Fall Semester).  
**Payment must be made by these dates to avoid a late fee.**

## REFUND POLICY

Please review Vancouver Island University's [Fees, Deferrals, & Refund Policies](#).

A full refund, less administrative fees, will be returned to payer only upon proof of rejection of a valid study permit application. Partial refunds, including refunds for SDS applicants who made a one year tuition deposit, will be given only in exceptional circumstances according to the VIU International Education [Refund Policy](#).

Your signature on the refund policy agreement is evidence of your understanding and acceptance of these terms.

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## Offer of Admission and Refund Policy Agreement

I have read and understood the [Fees, Deferrals, & Refund Policies](#) and agree, with the exceptions set forth below, that any and all payments made in respect to this program are non-refundable and non-transferrable.

### A. **Limited Eligibility for a Full (100%\*) Refund**

I understand that I am eligible to apply for a **full** refund of the initial tuition installment (minus any administration and banking charges\*) only if my legitimate application for a study permit is rejected by Immigration, Refugees and Citizenship Canada, and I can supply valid proof of that rejection to VIU.

I also understand that if I request a full refund for this reason that my Letters of Acceptance to study at VIU will no longer be valid.

### B. **Partial (up to 75%) Refund**

I understand that I may submit a request in writing for consideration to receive a partial refund (up to 75%) of the entire tuition deposit, including the entire SDS deposit, submitted to VIU due to exceptional circumstances. "Exceptional circumstances" are determined by VIU and are limited to unforeseen situations that may prevent me from participating in the program. (*Note: Further documentation to support my request will be required*)

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Signature of Student\*\*

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Date

(\*\*Note: VIU requires a hand-written signature by student and not by any 3<sup>rd</sup> party representative.)

\*\*\* Please sign and return to [study@viu.ca](mailto:study@viu.ca) \*\*\*

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## Deferral Policy Agreement

I understand that by accepting this offer, I may request (in writing) to defer the start of my studies at VIU only once and for a maximum of up to one calendar year from the original start date.

I am aware of the deferral deadline prior to the start of the registration as outlined in the Refund and Deferral policy.

I also understand once a deferral is approved that the funds held in trust will be forfeited if I do not register in my program by the new program start date (except in exceptional circumstances).

(Note: Students should be aware that not all programs allow deferrals and not all programs have intakes each semester. Please contact us at [study@viu.ca](mailto:study@viu.ca) to inquire about deferring your start date at VIU).

\_\_\_\_\_  
Signature of Student\*\*

\_\_\_\_\_  
Date

## Official Document Policy Agreement

I understand that in addition to submitting electronic versions of my academic transcripts for review that I must provide [official final/complete academic transcripts](#) to International Admissions at VIU one month prior to beginning classes. I also understand that these documents will become property of VIU and will not be returned to me.

\_\_\_\_\_  
Signature of Student\*\*

\_\_\_\_\_  
Date

(\*\*Note: VIU requires a hand-written signature by student and not by any 3<sup>rd</sup> party representative.)

**\*\*\* Please sign and return to [study@viu.ca](mailto:study@viu.ca) \*\*\*\***